

EFFECTIVE DATE: September 8, 1980

REVISION DATES: _____

SUBJECT: SUBMITTING PAPERWORK ON EMPLOYEE ACTIONS1. Purpose:

- The purpose of this directive is to set forth a uniform procedure for submitting paperwork concerning Personnel actions for regular City employees as well as CETA employees.

2. Policy:

- It is the policy of the City to submit Changes of Status, Requisitions, Data Changes, Terminations and all other actions involving City employees to the Personnel Department for implementation.

3. Responsibility:

- The Personnel Department will have the Administrative responsibility for receiving and processing all personnel actions received from other City Departments and then forwarding them for appropriate action by the City Manager's Office and/or the Budget and Research Department.
- City Departments will have the responsibility for initiating all personnel actions for employees under their jurisdiction and insuring that all information is complete and accurate prior to it being forwarded to the Personnel Department for action.
- It is also the department's responsibility to insure that paperwork is submitted at least fifteen (15) days prior to the effective date (excluding Terminations) of the action and that all corresponding actions are submitted accordingly. For example: When the department submits a Change of Status promoting an employee, a requisition replacing the promoted employee should be attached.
- The City Manager's Office will be responsible for reviewing and approving all Merit Increases and any personnel actions resulting in more than a 5% increase in salary. The Manager's Office will also review and approve all upgrades and reclassifications submitted by the Personnel Department.
- The Budget and Research Department will be responsible for reviewing and approving all Personnel actions forwarded from the Personnel Department.

4. Procedures:

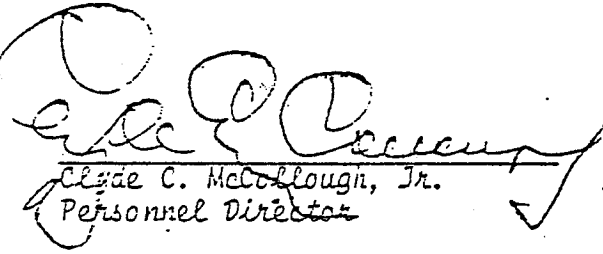
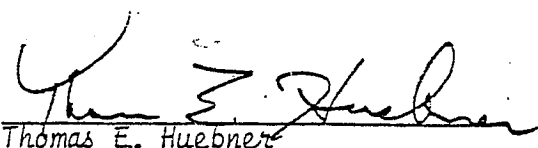
- The City department will initiate and submit all personnel actions to the Personnel Department, Attn: Placement/Selection Division. This includes: Charges of Status, Requisitions, Data Changes, Terminations, Long Term Leave Notices, etc.

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- The Placement/Selection Division of the Personnel Department will review and record all paperwork received and forward it for appropriate action. This will insure that paperwork is properly completed and this will set up a control point from which all personnel action can be tracked.
- If necessary, all paperwork needing review or approval of either the City Manager's Office or Budget & Research will be forwarded for action by the Placement/Selection Division.
- As the City Manager's Office and Budget and Research conclude their review, the paperwork will be returned to the Placement/Selection Division for implementation.
- If there are questions or if further information is needed contact Joe Costantino, Placement/Selection Division, 299-7305.


Clyde C. McCollough, Jr.
Personnel Director
Thomas E. Huebner
City ManagerDATED: September 8, 1980